





VERIFICATION BEST PRACTICES SCHEDULE

ALL BOLDDED RESOURCES CAN BE FOUND ON THE ADE VERIFICATION WEBPAGE AT : <http://www.azed.gov/health-nutrition/nslp/verification/>

<div>PHASE 1: Prepare September – October 1</div>		<div>PHASE 2: Calculate and Select Applications Starts October 1</div>	
<p>Study up on Verification</p> <ul style="list-style-type: none">Review the Online Training: Verification Review.Review the USDA Student Eligibility Manual for School Meals (Chapter 4 begins Verification guidance). <p>PREPARE</p> <ul style="list-style-type: none"><input type="checkbox"/> Review the ADE Verification Webpage.<input type="checkbox"/> Complete/Review the Student Eligibility Checklist.<input type="checkbox"/> Conduct Direct Certification again (best to find all matches <u>before</u> Verification!).<input type="checkbox"/> Use Verification Counting Cheat Sheet and count number of <u>paper applications</u> on file as of <u>Oct 1st</u>:<ul style="list-style-type: none"><input type="checkbox"/> Categorically free applications (Case number, Foster)<input type="checkbox"/> Free by income applications<input type="checkbox"/> Reduced by income applications<input type="checkbox"/> Did NOT count any applications for students that were Directly Certified<input type="checkbox"/> Did NOT count any applications that have been copied<input type="checkbox"/> Did NOT count any applications that are incomplete (missing total household members, signature, etc.) <div><p><i>*If you need assistance with calculating how many applications should be verified, sign up for the ADE Drop-in Workshop: Preparing for Verification offered on October 1, 7, 8, and 9!</i></p></div>		<p>CALCULATE</p> <ul style="list-style-type: none"><input type="checkbox"/> Review the Verification Non-Response Rate Report<ul style="list-style-type: none">If your LEA is highlighted in green, you qualify for administrative relief and can choose any sampling method.If you are not highlighted in green, use Standard sampling.<input type="checkbox"/> Does your Sponsor qualify for Administrative Relief (green)? _____ (yes or no)<input type="checkbox"/> Choose sampling method (Circle the method you plan to use):<ul style="list-style-type: none">Standard or Alternate 1 or Alternate 2<input type="checkbox"/> Use ADE Verification Calculator online to determine how many applications need to be selected for Verification. (In the calculator, select a sampling method and enter the total number of applications on file as of Oct. 1. The calculator will automatically round up to correct sample size). <p>SELECT APPLICATIONS</p> <ul style="list-style-type: none"><input type="checkbox"/> Randomly select the correct number of applications provided by the ADE Verification Calculator.<ul style="list-style-type: none"><input type="checkbox"/> Applications selected are error prone (if Standard or Alternate 2).	
<div>PHASE 3: Verify October – November 15</div>		<div>PHASE 4: Report November 16 – February 1</div>	
<p>VERIFICATION ACTIVITES- October 1- November 15</p> <ul style="list-style-type: none"><input type="checkbox"/> Print and attach a Verification Tracking Form for each application being verified. Follow the steps on the Verification Tracking Form for each application selected.<ul style="list-style-type: none">Conduct Confirmation Review.Run Direct Verification.If household did not match in Direct Verification, send a Notice of Verification to household, review documentation submitted by household and send a Letter of Verification Results.		<p>END OF VERIFICATION- November 15</p> <p>All Verification Activities must be completed.</p> <p>Verification is complete when:</p> <ul style="list-style-type: none">Household is matched on Direct Verification.Household responded, received documentation that confirmed eligibility. Verification is completeHousehold responded, received documentation that changed. Verification is complete when Letter of Verification Results is <u>sent</u> to household.Household did not respond - Verification is complete when Letter of Verification Results is <u>sent</u> to household. <p>REPORT</p> <ul style="list-style-type: none"><input type="checkbox"/> Begin CNP Verification Summary Report (Part I and Part II) in Common Logon.<input type="checkbox"/> Submit CNP Verification Report to ADE no later than February 1. <div><p><i>*If you need assistance submitting your CNP Verification Report, sign up for the ADE Drop-in Workshop: Submitting the Verification Report offered on December 7, 10 and January 7, 14, 21!</i></p></div>	